

JOB DESCRIPTION

DEPARTMENT: Engineering
POSITION TITLE: **Assistant City Engineer**
REPORTS TO: Public Works Director
FLSA CATEGORY: Full-Time / Exempt / Salaried
DATE: June, 2016

DEFINITION

This position requires a high level of engineering knowledge, skill, and expertise. The incumbent should be highly motivated, self-starting and able to effectively communicate with other design professionals. He/She will be responsible for in-house design projects, drainage issues, and city standards and policy.

ESSENTIAL FUNCTIONS AND DUTIES

1. Serve as the project manager for in-house city projects.
2. Review and approve all drainage improvements, both private and public.
3. Review and approve all sanitary sewer improvements, both private and public.
4. Guide the department's implementation of NPDES Phase II requirements.
5. Guide the department's implementation of City Standards and Policy Manual.
6. Aid in the implementation of the city's GIS system and coordination with the Munis database.

NONESSENTIAL FUNCTIONS AND DUTIES

1. Assist with city capital planning, project design and project management.
2. Assist with computer & IT related issues for the department.
3. Help with general questions and issues brought by the public.
4. Assist with drafting and detailing for city projects and inventories.

MINIMUM QUALIFICATIONS

1. Bachelor of Science degree in Civil Engineering.
2. E.I.T. minimum, P.E. preferred.
3. Valid Indiana driver's license.
4. Knowledge and experience with drainage ordinances, hydraulic engineering, stormwater calculations and engineering methods.
5. Computers skills in CAD and stormwater related programs and software, and basic word processing programs.
6. Ability to effectively communicate with city and community leaders, design professionals, contractors, and the public.

DESIRED QUALIFICATIONS

1. Knowledge of GIS systems and computer applications.

WORKING ENVIRONMENT

1. Incumbent spends approximately 75% of the time in the office and meeting environment. The other 25% of the time is spent in the field inspecting work or supervising in-house projects and field data collection.
2. Casual and professional dress required for office and meetings. Field dress for in-field inspections and supervision is often required.
3. The incumbent is occasionally required to attend after hours meetings.
4. Incumbent is occasionally required to spend time outdoors inspecting various issues. This requires the ability to walk, climb, stoop, kneel, and crawl. Exposure to all weather conditions and dust is possible.

The above declarations are not intended to be an “all inclusive” list of duties and responsibilities of the job described. Rather, they are intended only to describe the general nature of the job. The above job description may change as necessary to meet the changing needs of the department and the city.